

**IL-4506 Request for Copy of Tax Return****When should I complete this form?**

Complete this form when you would like us to send you a copy of your tax return and any attachment to that return. A separate Form IL-4506 must be completed for each tax type and tax period requested. There is a \$5 charge for each copy of the return and an additional \$5 charge if you want the document certified.

What is certification?

Certification is confirmation that the reproduction of your tax return and any attachment is true and correct. We will certify your copy by stamping the face of the return. Certification is usually required only for judicial or administrative proceedings or for attachment to another state's tax return. We normally do not stamp each page of the return, but we will do so if you specifically request it. Each additional stamp costs \$5 and should be included in the amount calculated on Line 10.

What is my identification number?

Your identification number is the series of numbers you used on your original tax document. You must use this same identification number to obtain a copy of your tax return. The most common identification numbers used are

- federal employer identification numbers (FEIN) for all business, trust, estate, and withholding tax returns;
- Social Security numbers (SSN) for individual income tax returns and Circuit Breaker and Pharmaceutical Assistance claims;
- Illinois business tax numbers (IBT) for sales tax returns; and
- license numbers for motor fuel, cigarette, and liquor tax returns.

Step 1: Provide the following taxpayer information

1 _____ Identification number	4 _____ Mailing address (if different)
2 _____ Name of taxpayer as written on tax document	_____ City, state, and ZIP (if different)
3 _____ Street address as written on tax document	
_____ City, state, and ZIP as written on tax document	

Step 2: Complete the following tax document information

5 What type of tax document are you requesting? Income _____ Withholding _____ Sales _____ Other _____	7 What month, quarter, and year of the document are you requesting? _____
6 What form number are you requesting? _____	8 How many copies do you need? _____

Step 3: Figure the amount you owe

9 Multiply the amount from Line 8 by \$5.	9 \$ _____
10 Multiply the number of documents you want certified by \$5.	10 \$ _____
11 Add Lines 9 and 10. This is the amount you owe.	11 \$ _____

We must receive your check made payable to the "Illinois Department of Revenue" before we can complete your request.

Step 4: Sign below

	/ /		/ /
Your signature as written on your original document (if not, see note)	Date	Signature of witness (see note)	Date

Note If you are not the taxpayer, please enclose a copy of your authorization to receive this information. You may submit a power of attorney, tax information authorization, or (if the taxpayer is deceased) a certified copy of your letters of administration or testamentary. If more than one year has passed since the letters were issued, you must also send a certification from the clerk of the court stating they are still in effect. If you are a corporate officer or employee who did not sign the original return and if you are asking that the copy of the return be sent to an address other than the one on the return, please have the request signed by a principal officer of the corporation. This signature must be witnessed by another officer and a corporate seal, if available, must be applied.

If you have questions, call **217 785-7701**.

Mail this form along with your check to:

Do not write below this line.

Processed by:	Date:
Batch number:	



ILLINOIS DEPARTMENT OF REVENUE
RECORDS MANAGEMENT DIVISION
PO BOX 19014
SPRINGFIELD IL 62794-9014